

## ACCOUNTABILITY UPDATE

### Office of Educational Accountability

#### Parent Notification: [Annual Requirement](#)

State law requires schools to provide a copy of the annual School Report Card to parents, along with the educational options available to students. More information on these notification requirements can be found here: <http://dpi.wi.gov/accountability/report-cards/notification-requirements>.

Please note that a number of technical and interpretive resources are available to aid schools and districts in explaining the report card. Resources also include templates of various parent letters—in English and Spanish—that schools can modify when sharing the 2016-17 School Report Card. Report card resources are available here: <https://dpi.wi.gov/accountability/resources>.

#### WISEdata Snapshot: [December 12](#)

The next [WISEdata Snapshot](#) will occur on December 12. This was moved back from December 5 after a large tech disruption affected all state agency IT systems, including DPI's system, last week. The data collected in the 12/12 snapshot—including graduation, dropout data for 2016-17 and enrollment data for 2017-18—will be used in 2017-18 school and district accountability report cards. The data you report matter! If your school or district has any remaining questions or error messages to resolve in WISEdata, please start a [Help Desk ticket](#) as soon as possible so that it can be resolved before the snapshot is taken on December 12.

~OEA

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## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

### Office of Student Assessment

#### OSA Office Hours Webinar

Thank you to those who attended the November OSA Office Hours webinar. The OSA team appreciates the opportunity to connect with you on assessment-related topics. Please visit the [DAC Resources & Trainings webpage](#) for the PowerPoint slides and the archived webinar. The PowerPoint slides and webinar are now posted. The next Office Hours webinar is scheduled for January 25 from 9:30 - 10:30 a.m.

## Help Us Build Strategic Assessment Systems Together!

Thank you to all who have joined our work in building assessment and data literacy! We have an outstanding group of Wisconsin educators including teachers, math and literacy coaches, administrators, curriculum and instruction experts, etc. on our Classroom Data Tool User Advisory Group. This group is advising the applications development team around designing the Classroom Data Tool. Their ideas and suggestions have been incorporated into the work of the team so that we are able to provide the best tool possible for educators in the field. We are always looking for more user group members. Please read the [Classroom Data Management Tool Advisory Group Description](#) for more information about the role of the user group within this project. Our next online meeting is Monday, December 18, from 3:15 - 4:15 p.m.

We are also looking for at least four districts to take part in a classroom data tool pilot group this spring starting in late February or March. These pilot districts will use the app and provide feedback to our applications development team about the usability of the features and suggest additional features that would enhance the tool. The information gathered from the pilot groups will inform the application that we plan to release for the 2018-2019 school year. Please read the [pilot description](#) and fill out this [google form](#) if you are interested. Contact [lauren.zellmer@dpi.wi.gov](mailto:lauren.zellmer@dpi.wi.gov) with questions.

## Forward Exam

### Forward Exam Item Samplers (practice exams)

Forward Exam Item Samplers for all grades and content areas have been developed by DRC and DPI. The Item Samplers contain samples of stimuli and test items similar to those on the Forward Exam. The items illustrate a sample of the content and types of items that students will encounter on the Forward Exam. A summary data table for each grade and content area identifies the alignment (standard measured), answer key, depth of knowledge, and annotations for each item. The Forward Exam Item Samplers will be available publicly in both PDF and online versions. The online version uses the same format and tools students will see during the actual Forward Exam. The PDF versions of the Item Samplers are now available on the [Forward Exam Practice Test/Sample Items webpage](#). The online versions will be available in mid-December 2017, on the [Forward Exam Practice Test/Sample Items webpage](#).

### New—Forward Exam 2018 DAC Trainings

DPI and DRC will be holding DAC training sessions (for the DAC and one other staff member) across the state from January 22 through January 26 to help districts prepare for the 2018 administration of the Forward Exam. The training sessions will run from 9:00 a.m. to 2:00 p.m., with lunch provided. The locations and dates are below:

- January 22 - Ramada Richland Center, Richland Center
- January 23 - Off Broadway Banquet Center, Menomonie
- January 24 - Jefferson Street Inn, Wausau
- January 25 - Radisson Paper Valley, Appleton
- January 26 - Milwaukee Marriott West, Waukesha

Please register for one of the training sessions using the following link: [2018 Forward Exam DAC Training Registration](#)

## 2018 Forward Exam District Technology Coordinator (DTC) Training and Resources Available

DTC training webinars were held on October 25 and November 1, and over 300 DTCs attended the trainings. The webinars were recorded and are available on the [Forward Exam Technology Requirements webpage](#) for anyone who was not able to attend the live webinar. Technology readiness resources are also now available on the [Forward Exam Technology Requirements webpage](#).

DTCs please mark your calendars for the following:

- January 17, 2018 - Refresher technology training/Q&A
- February 14, 2018 - Technology Q&A
- March 14, 2018 - Technology Q&A

## TTS/Read Aloud Accommodation Change

New this year is a change to the Text-to-Speech (TTS)/read aloud accommodation for the Forward Exam. The TTS/read aloud **accommodation** allows the student to listen to ELA test information displayed on the screen, including test directions, questions, answer choices, and **ELA reading passages**. This accommodation may only be provided to a student with visual impairments who is not proficient in contracted Braille, whose need is documented in an IEP or 504 plan and has met all five criteria on the *Guidelines for Administration of the TTS/Read Aloud Accommodation for the Forward Exam* form. Students who do not meet this criteria, but require TTS or read aloud, should use the designated support, including those with IEP or 504 plans. TTS/read aloud designated support allows the student to listen to test information displayed on the screen, including test directions, questions, and answer choices for all content areas (just not the ELA session 4 reading passages). The *Guidelines for Administration of the TTS/Read Aloud Accommodation for the Forward Exam* form and more information **is now available** in the 2017-18 Accessibility Guide, available on the [Forward Exam Accommodations and Supports webpage](#).

**Updated Important note:** DACs should *remove permissions from and make inactive* any individuals in eDIRECT who are no longer employed by the district and adjust user roles to sync with recent staffing changes.

## Dynamic Learning Maps (DLM)

### Reminder:

**District Test Coordinator and Test Administrator Checklists**—DPI has created a simple step-by-step checklist of all DLM DTC responsibilities. In addition, a Test Administrator Checklist is also available for teachers administering the DLM assessment. These are both available on the [DPI website](#).

**Required Test Administration Training**—All district assessment coordinators (DACs) have been added to [Moodle](#) as facilitated trainers. **DACs can also request additional district staff to be added as facilitators by contacting the [DLM Helpdesk](#). Teachers who have moved districts or changed their emails should contact the [DLM Helpdesk](#) to merge their Moodle accounts. They will need to provide their old email address as well as their new email address.** Please see the [Guide to the DLM Required Test Administration Training](#) for login information.

All test administrators (anyone with a 'teacher' role in Educator Portal) must complete the required training prior to administering the DLM assessment and the optional instructional assessments (Instructional Tools Interface or ITI).

- Returning test administrators will be required to complete a refresher module and quiz as well as a science module and quiz (approximately 1 hour and 25 minutes).
- New test administrators within the DLM system will be expected to complete four required modules and quizzes (approximately 3 hours). The training modules are now available. We encourage test administrators to complete their training as early as possible and to not wait until the test window to complete the modules.

**KITE® Client** is the secure browser used by students taking DLM assessments. Please ensure that the most recent version of KITE Client is installed on devices. For new devices that have never had KITE Client installed, please see the instructions for downloading KITE 5.0 on the DLM website under the [KITE Suite](#) heading. For devices that have a previous version of KITE Client (version 3.0 was used during the 2016-17 school year), the KITE Client interface will be automatically updated to KITE Client 5.0 for the 2017-18 school year.

- Auto-update will be prompted when the device is powered on, connected to the internet, and KITE Client is launched.
- Auto-update went out August 31, 2017.
- After the update is downloaded, the user will be prompted to restart the KITE Client.

The auto-update takes about 10 minutes. Be sure to allow enough time for the auto-update.

### **School Assessment Type - Alternate (SATA)**

In an effort to more accurately identify students anticipated to take the DLM alternate assessment under the new ESSA participation cap, we are asking districts to utilize the Student Characteristic SATA in WISEdata. The department began including additional validations around this indicator on October 12, 2017. All students taking the alternate assessment (DLM) must qualify as a student with the most significant cognitive disabilities as outlined below.

In Wisconsin, a student with the most significant cognitive disability:

- typically is characterized as functioning at least two and a half to three standard deviations below the mean in both adaptive behavior and cognitive functioning; **and**
- performs substantially below grade level expectations on the academic content standards for the grade in which they are enrolled, even with the use of adaptations and accommodations; **and**
- requires extensive, direct individualized instruction and substantial supports to achieve measurable gains, across all content areas and settings.

Only a student who meets these criteria and participates in the alternate academic achievement standards may take the alternate assessment.

## **ACT HIGH SCHOOL ASSESSMENTS**

### **Test Administration Q&A Training Webinars**

All webinars will be recorded and linked to the [DPI ACT Trainings page](#) and [ACT WI website](#).

## ACT and WorkKeys

November 8	10:00 a.m.	Accommodations ( <a href="#">link to recording</a> )
November 30	2:00 p.m.	Test Administration #1: Orientation, Configuration, Verification, & Preparation ( <a href="#">link to recording</a> )
January 18	2:00 p.m.	Test Administration #2: Administration, Transportation, & Interpretation Registration link: <a href="https://act.ilinc.com/register/jrxzhwm">https://act.ilinc.com/register/jrxzhwm</a>

## Aspire

February 6	10:00 a.m.	Technology Readiness
February 8	10:00 a.m.	Test Administration

## ACT with Writing and WorkKeys

### Student Information Data Upload

- DPI will upload student information from WISEdata into PearsonAccess<sup>next</sup> on January 9.
- Please have student data in your local Student Information System up-to-date on January 8 to ensure accurate and up-to-date student information is loaded.

### Materials for Initial Test Dates

- Test coordinators do not place an order for initial standard time test materials; this order is automatically generated by your student enrollment count in PearsonAccess<sup>next</sup>.
- Orders for ACT-approved accommodations or English learners (EL) supports initial materials are automatically generated when ACT enters the TAA PIN in PearsonAccess<sup>next</sup>.
- Test coordinators must manually place an order for Workkeys accommodations test materials in PearsonAccess<sup>next</sup>.
  - Instructions can be found in the [PearsonAccess<sup>next</sup> User Guide for Workkeys](#).
  - The deadline to place WorkKeys accommodated materials order is January 17, 2018.

## Reminders:

### Window to Submit ACT Accommodations Requests Now Open - **Deadline January 12**

- School staff can now request ACT-approved accommodations and English Learner supports through the [Test Accessibility and Accommodations \(TAA\) System](#).
- Staff without access to TAA can request access directly from the [TAA website](#).
- The deadline to submit accommodations requests and documentation for ACT is **January 12**.
- If a student has previously approved ACT accommodations, the test coordinator must still manually apply the accommodation to the state test dates in TAA.
- Contact ACT at (800) 553-6244 ext.1788 or ACTStateAccoms@act.org with accommodations-specific questions.
- Resources:
  - [List of Allowable Accessibility Supports](#)
  - [Quick Start Guide for Requesting Supports](#)
  - [ACT Policy for Accommodations Documentation](#)
  - [ACT Policy for EL Documentation](#)
  - [What You Need to Know about EL Supports on the ACT](#)
  - [TAA User Guide](#)
  - [DPI ACT Accommodations Webpage](#)

- [DPI EL Supports Webpage](#)

## Aspire Early High School Reminder:

### DACs Update Contacts in the Aspire Portal

- Update contacts for school Test Coordinators and Technical Coordinators in the [Aspire portal](#).
- Update your own contact information in [Aspire portal](#) as “Administrator” role if needed.

## Reading Readiness

### Reading Readiness Results

- DPI will load 2017-18 PALS, MAP and STAR reading readiness results to WISEdash for Districts. Districts who had student data loaded for these screeners in 2016-17 will continue to have their data loaded in 2017-18. Districts that did not previously sign a data release will need to do so in order to have their data uploaded into WISEdash. Information on data sharing agreements can be found at:
  - PALS - <https://dpi.wi.gov/assessment/reading-readiness/FAQ#data>
  - MAP - <https://dpi.wi.gov/wisedash/districts/about-data/map>
  - Star - <https://dpi.wi.gov/wisedash/districts/about-data/star>

## ACCESS for ELLs New

- **ACCESS Test Window is Open!**
  - Window runs December 4, 2017 - February 2, 2018
  - You may return full boxes of test materials at any time.
  - Retain some materials for any students who move into your district later in the test window.
  - **Online Test Administration Script** is on the WIDA Website in the Online Training section under Key Resources.
- **Writing Field Test**
  - Optional additional test session with new Writing test items
  - Complete any time between now and March 2.
    - March 2, 2018 shows up as end of Test Window on some screens due to this
  - If interested, contact [jesse.roberts@dpi.wi.gov](mailto:jesse.roberts@dpi.wi.gov).
  - If not interested, please ignore any Field Test items/fields in the WIDA AMS.

## Reminders

- **Student Transfer Process**
  - If an EL moves into your district from another Wisconsin district, fill out this form:
    - <https://goo.gl/forms/dcoNvXzbOyze6lYm1>
  - DPI will verify enrollment, and transfer any partially completed tests from the sending district to your district. Fully completed tests will not be transferred, for accountability reasons. The student will count as having tested in the former district.
  - We anticipate being able to handle most requests in one business day.
  - An email will be sent to the address you specify when the transfer has been completed.



- **ACCESS Materials**
  - Please share materials between schools in your district before ordering more.
    - Return any unused materials at the end of the test window.
  - Additional materials can be ordered through February 2 with 2-day shipping.
    - Please place additional materials orders at the district level (first “school” option on list)
- **Technology**
  - [2017-18 Technology User Guide](#).
  - [The Device Toolkit tutorial](#)
  - [WIDA AMS resources](#)
  - Software is available in the [WIDA-AMS](#) under General Information > Technology Downloads.
    - INSIGHT is the same for Forward, ACCESS, and the WIDA screener. Existing installs should auto-update when launched.
    - There are separate TSMs for Forward and ACCESS/WIDA screener. Ensure that the ACCESS TSM 9.2 is installed and connected through the Central Office Services (COS) Device Toolkit.
- **Training**
  - [Preparation and Training](#)
  - [Preparing Students](#)
  - Staff need an account on the wida.us website to access training.
- Calendar for year posted [here](#).

## NAEP and International Assessments (selected schools only)

### NAEP Schools:

- NAEP field staff representatives are starting to get in contact with School Coordinators.
- Student samples are now posted on MyNAEP ([www.mynaep.com](http://www.mynaep.com)). School Coordinators can access the lists and make any edits necessary to student demographic information.
- NAEP School Coordinators can begin work on the MyNAEP *Prepare for Assessment* tasks.
- **Reminder:** In January, you will have a task of updating your student lists to reflect any changes in enrollment. The default method to update your lists will be to submit an Excel spreadsheet with your full grade (4, 8, or 12) enrollment of students’ names and birthdays. There is an alternate method of adding students’ names/birthdays one at a time, which might be quicker for schools with low mobility rates. There will be more information posted on schools’ MyNAEP pages, but if your schools think they will want to add one student at a time instead of uploading a full list, please let Angela know as soon as possible so she can change the designations for that school: [angela.dugas@dpi.wi.gov](mailto:angela.dugas@dpi.wi.gov).

### TIMSS/ICILS Schools:

- Schools participating in the international assessments TIMSS and ICILS will receive letters later this week or early next week with information about registering for MyTIMSS or MyICILS.

## DAC DIGEST DIGESTIBLES

Important Dates to Remember		
November	1-30: Complete Test Administrator (TA) training.	ACCESS
	1-30: Install ACCESS TSM 9.2, update INSIGHT, test installations.	ACCESS
	1-30: Schedule time for students to take practice tests, especially the speaking test.	ACCESS
	6: Window for submitting ACT accommodations requests in TAA opens. Window for managing test coordinator contacts, managing school participation, and selecting materials shipping dates opens in PearsonAccess <sup>next</sup> .	ACT/WorkKeys
	30: Test materials arrive & additional materials window opens.	ACCESS
	30: Ensure software up-to-date, run final system readiness checks	ACCESS
	30: Test coordinators attend Test Administration Q&A Webinar "Orientation, Configuration, Verification, & Preparation," 2:00 p.m.	ACT/WorkKeys
December	1: Deadline to manage school participation and choose ship dates for test materials.	ACT/WorkKeys
	4: Test window opens.	ACCESS
	4: Window to order WorkKeys accommodated materials opens.	WorkKeys
	4: Sampled student lists posted on MyNAEP; begin Prepare for Assessment tasks on MyNAEP	NAEP
	Mid: Forward Exam Item Samplers released.	Forward
	20: Braille materials order window opens.	Forward
January	5: Recommended deadline to complete enrollment/user/roster uploads for participation in spring testing.	DLM
	8: Date for Districts to have student information up-to-date in Student Information System to ensure ACT roster is up-to-date.	ACT/WorkKeys
	9: DPI pulls student rosters from WISEdata and loads into PearsonAccess <sup>next</sup> .	ACT/WorkKeys
	12: Recommended deadline to complete First Contact and PNP for participation in spring testing.	DLM
	12: Deadline to submit accommodations requests in TAA system.	ACT
	15: DAC guide available.	Forward
	17: Central Office Services (COS), Testing Site Manager (TSM), and INSIGHT installers available.	Forward
	17: DTC Training/Q&A	Forward
	17: Deadline to order WorkKeys accommodated materials.	WorkKeys
	17: Deadline to verify and update student information in PearsonAccess <sup>next</sup>	ACT/WorkKeys
	18: Test coordinators attend Q&A training session on Test Administration, part two.	ACT/WorkKeys
	22-26: DAC Pre-Test Training (live roadshow).	Forward
	22: DPI pulls Roster from WISEdata to Upload to eDIRECT.	Forward
	26: Deadline to request reconsideration of denied accommodations requests	ACT

Important Tasks to Remember	
<input type="checkbox"/> Ensure all data in Student Information System (SIS) is up-to-date and pushed to WISEdata for January 22 roster pull.	Forward



<input type="checkbox"/> Install software.	ACCESS
<input type="checkbox"/> Ensure staff train, pass quizzes.	ACCESS
<input type="checkbox"/> Plan for student test practice.	ACCESS
<input type="checkbox"/> Inventory materials on November 30 and distribute to schools.	ACCESS
<input type="checkbox"/> Set accommodations and print test tickets.	ACCESS
<input type="checkbox"/> Look for score report information in <a href="#">Educator Portal</a> . Mail home to parents as soon as possible. <i>Please share with teachers as appropriate.</i>	DLM
<input type="checkbox"/> Update <a href="#">KITE Client</a> on testing devices.	DLM
<input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at <a href="#">Reading Readiness Overview</a> and <a href="#">Reading Readiness FAQ</a> .	Reading Readiness
<input type="checkbox"/> Submit requests for ACT-approved accommodations.	ACT
<input type="checkbox"/> Place orders for WorkKeys accommodations materials.	WorkKeys
<input type="checkbox"/> Update contacts for Test Coordinator and Technical Coordinator in the <a href="#">Aspire portal</a> .	Aspire

<b>Online Resource Highlights</b> <i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Description	Assessment
<a href="#">Accessibility Guide</a>	The guide contains information for classroom teachers, English development educators, special education teachers, and related services personnel as they select and administer universal tools, designated supports, and accommodations for those students who need them for the Forward Exam.	Forward
<a href="#">Managing Users in eDIRECT Guide</a>	Guide to help DACs/SACs manage users in eDIRECT portal.	
<a href="#">Technology Resources</a>	Forward Exam Technology Resources including the Technology User Guide, DTC Checklist, System Requirements, etc.	
<a href="#">Forward Calendar Webpage</a>	DPI webpage listing key dates for the Forward Exam	
<a href="#">DLM Data and Results</a>	DPI webpage with links to sample ISR cover letters and resources for understanding DLM Reports.	DLM
<a href="#">District Test Coordinator Checklist</a>	A quick checklist for all of the required DLM responsibilities	
<a href="#">Data Management Manual</a>	A guide to the required steps for loading and editing data in KITE Educator Portal	
<a href="#">PA<sup>Next</sup> User Guide for the ACT</a>	Step-by-step instructions for test coordinator tasks in PA <sup>next</sup>	ACT/WorkKeys
<a href="#">PA<sup>Next</sup> User Guide for WorkKeys</a>	Step-by-step instructions for test coordinator tasks in PA <sup>next</sup> .	
<a href="#">ACT Accommodations</a>	DPI ACT accommodations webpage with links to accommodations resources.	
<a href="#">ACT EL Supports</a>	DPI webpage of ACT English Learner supports resources	
<a href="#">Aspire portal</a>	Link to the Aspire portal where DACs manage contacts	Aspire
<a href="#">ACCESS for ELLs Calendar</a>	Provides an overview of relevant 2017-18 dates.	ACCESS

<a href="#">Standard Setting Impacts</a>	Information on the score changes starting 2016-17	
<a href="#">Report Card Resources</a>	Various resources to assist in understanding, explaining, and using the 2015-16 school and district report card data.	OEA